

Instructions to Complete Supplemental to Annual Report of Packers Form P&SP-3100

You, a packer (as determined by the Secretary), must complete form P&SP-3000 to file an annual report with the United States Department of Agriculture. (See 9 CFR 201 for requirements. See section 201 of the Packers and Stockyards Act, 1921, as amended and supplemented, (P&S Act) (7 U.S.C. 191) for the definition of packer.)

If you have two or more slaughter plants, you must complete and submit a separate supplemental report (Form P&SP-3100) for each plant.

Penalty for failure to file: Fines of \$110 per day apply for failure to file.

Due dates/submitting your annual report: If you report on a calendar-year basis, you must file your report not later than April 15. If you report on a fiscal-year basis, you must file your report not later than 90 days after the close of your fiscal year. Return the completed report to the Grain Inspection, Packers and Stockyards Administration Regional Office that covers your state.

Mail the completed form to the regional office of the Packers and Stockyards Programs as listed below. The states covered by each regional office are listed below the regional office's address.

Regional Offices of the Packers and Stockyards Programs Grain Inspection, Packers and Stockyards Administration		
Atlanta Regional Office Suite 230 75 Spring Street Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 e-mail: PSPAtlantaGA.GIPSA@usda.gov	Denver Regional Office One Gateway Centre 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 e-mail: PSPDenverCO.GIPSA@usda.gov	Des Moines Regional Office Room 317 210 Walnut Street Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 e-mail: PSPDesMoinesIA.GIPSA@usda.gov
States Covered	States Covered	States Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT, WV	AK, AZ, CA, CO, HI, ID, KS, MT, NE, NM, NV, OK, OR, TX, UT, WA, WY	IA, IL, IN, KY, OH, MI, MO, MN, ND, SD, WI

Obtain additional copies of the report from the regional office covering your state. Ask that regional office any questions about any section or part of a section contained in the report.

Line No.	Subject	Instructions
Section 1 – General Information		
1	Name of Reporting Packer	Enter the name of the packing firm.
2	Report for Year Ending	Enter the end date for the reporting year.
3	Establishment No.	Enter the FSIS Establishment Number here.
4	Name and Location of Slaughtering Plant	Enter the name of the packing firm and the physical location of the firm.
5	Type of Inspection	Check the appropriate box to indicate the type of inspection.
Section 2 – Procurement of Livestock for Slaughter		
Include your slaughter livestock procurement activities and those of the subsidiaries and affiliated companies reported on line 18, of Form P&SP-3000. Report numbers of livestock by category.		
6	Livestock on Hand	Enter the number of head purchased, but not slaughtered at the beginning of the reporting period.

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7	Livestock Transferred from Feeding	Enter the total number of livestock transferred to slaughter from your feeding activities. This is the total of lines 17 and 18.
8	Livestock Purchased Direct	Enter the number of head of livestock purchased direct at the packing plant, buying stations, country points, feedlots, etc. Include purchases by employees or by others whether paid on a salary, commission, or percentage basis. <u>Exclude</u> purchases at auction markets, video sales, or terminal stockyards, but report such purchases on line 9.
9	Livestock Purchased at Auction Markets, Video Sales, and Terminal Stockyards	Enter the number of head of livestock purchased at auction markets, video sales, or terminal stockyards, whether directly by your own buyers, through commission agents, or from dealers at such markets and sales.
10	Livestock Purchased from other Packers	Enter the number of head of livestock purchased on either live weight or carcass weight from other Packers.
11	Livestock Sold	Enter the number of head of livestock sold on either live weight or carcass weight.
12	Livestock on Hand	Enter the number of head of livestock on hand for slaughter or feeding at the end of the reporting period.
13	Total Livestock Slaughtered	Enter the total number of head of livestock slaughtered.
14	Purchased and Paid on a Dress Weight or Carcass Merit Basis	Enter the total number of head of livestock slaughtered that were purchased and paid for on a dressed weight or a carcass merit basis (i.e., other than live weight purchases).
15	Own or operate scale	Check whether or not you own or operate a scale on which you weigh livestock purchased for slaughter.
16	Electronic Evaluation Device	Check whether or not you use any type of electronic payment device (other than scale) for payment determination. If yes, enter the type of equipment and manufacturer.
<p align="center">Section 3 – Livestock Feeding and Contracting Activities</p> <p>Include your domestic livestock feeding activities and those of the subsidiaries and affiliated companies reported in line 18, of Form P&SP-3000 and include monthly slaughter totals even if not involved with feeding or contracting.</p>		
17	Livestock Fed by You	Enter the number of head of livestock fed by you that were removed from feed for slaughter during reporting period. These items cover commercial feeding of livestock held by meat packers; for example, all livestock fed for growth or gain in weight. Exclude livestock held for short periods pending slaughter or fed temporarily because of emergency conditions resulting from strikes, floods, fire, etc.
18	Livestock owned by you, but fed by others	Enter the number of head of livestock owned by you, but fed by others that were removed from feed for slaughter during reporting period. Include commercial feeding of livestock held by meat packers; for example, all livestock fed for growth or gain in weight. Do not include livestock held for short periods pending slaughter or fed temporarily because of emergency conditions resulting from strikes, floods, fire, etc.
19	Livestock Contracting Activities	<p>If your firm meets ANY of the following criteria, complete this section. If your firm does not meet ANY of the criteria, write N/A in the first column of the first row of item 44.</p> <p>Complete this section if:</p> <ul style="list-style-type: none"> • Your firm purchased more than 100,000 steers and heifers for slaughter • Your firm purchased more than 1,000,000 hogs OR • Your firm purchased more than 100,000 sheep and lambs. <p>If the livestock your firm procured were slaughtered in more than one plant, complete one copy of Form P&SP-3100 (Supplement to Annual Report of</p>

Line No.	Subject	Instructions
		<p>Packers) for each plant that slaughtered livestock owned or purchased by your firm, including any plants owned by others that custom slaughtered for your firm.</p> <p>For each of the following types of livestock processed by your plant(s), complete a separate copy of section 6 of form P&SP-3100.</p> <ul style="list-style-type: none"> Steers and heifers, including dairy steers and heifers, slaughtered by each plant Market barrows and gilts slaughtered by each plant Market lambs slaughtered by each plant Do not report cows and bulls, sows and boars, calves, or mature lambs and sheep (ewes and bucks).
19a	Delivery Date	<p>If your firm uses a fiscal year other than the calendar year, enter the year after the month. If your firm uses any reporting period other than a calendar month (for example, January 1-31) to determine delivery date, enter the period included in each reporting month (for example, December 31, 2001 – January 26, 2002).</p>
19b	Forward Contracts	<p>GIPSA defines a forward contract as an oral or written agreement for the purchase of a specified lot or lots of livestock where delivery will occur more than 14 days after the agreement is entered. Price may be determined when the agreement is entered (fixed price), or provisions may be made for the price to be determined at a later date, for example, based on prices on the futures market (basis contract).</p> <ul style="list-style-type: none"> For each month, report the number of animals slaughtered that were obtained through a fixed price or basis forward contract or any other contract for a specified lot or lots of livestock, where the agreement was entered into more than 14 days prior to the date of slaughter. Exclude deliveries taken on futures contracts traded on the CME or other organized futures exchanges. Include deliveries taken on contracts traded on the CME or other organized futures exchanges in column 19e (other).
19c	Marketing Agreements	<p>GIPSA defines a marketing agreement (also known as a marketing contract) as an oral or written agreement in which a seller agrees to sell all or part of its slaughter livestock to a packer when determined by an agreed formula that may reflect livestock animal or carcass quality, prices paid by the packer to other sellers at the time of delivery, publicly reported prices, or some other method where price is not negotiated for each lot of livestock. The terms of the agreement may include other conditions affecting the seller's and packer's rights and responsibilities. Terms of sale are not negotiated for individual lots of livestock when animals are purchased through a marketing agreement. A marketing agreement may include a commitment for the seller to deliver a specified number of animals each week, month, etc., or may allow the seller considerable discretion in the number of animals delivered under the agreement.</p> <ul style="list-style-type: none"> For each month, report the number of animals slaughtered that your firm obtained through marketing agreements that were in place more than 14 days at the time of delivery. Do not include any livestock obtained from businesses or feeding operations that are owned directly or indirectly by your firm, your firm's parent firm, or another firm owned by your firm's parent firm, even if they were priced via a marketing agreement or contract. These livestock should be included in the column for Packer Fed.

Line No.	Subject	Instructions
19d	Packer Fed	<p>GIPSA defines packer-fed livestock as all livestock obtained for slaughter that are owned, in whole or in part, by your firm's parent firm, or another firm owned by your firm's parent firm, regardless of transfer mechanism (for example, use of marketing agreements or production contracts, etc.). This includes any animals that are owned through joint venture agreements, regardless of the percentage of ownership held by your firm.</p> <ul style="list-style-type: none"> • For each month, enter the number of livestock slaughtered that your firm owned, in whole or in part, more than 14 days prior to slaughter. • Include all livestock obtained for slaughter from businesses or feeding operations that are owned directly or indirectly by your firm, your firm's parent firm, or another firm owned by your firm's parent firm. • Include all livestock obtained for slaughter through a joint venture between an outside firm and your firm, your firm's parent firm, or another firm owned by your firm's parent firm. • Include any livestock feed under a growout agreement where your firm maintained ownership of the livestock (for example, production contract, or fed by a custom feeding operation). • Exclude any livestock owned 14 days or less prior to slaughter. • Exclude any livestock that were ready for slaughter at the time of purchase but were not slaughtered within 14 days due to scheduling or delivery delays.
19e	Other	<ul style="list-style-type: none"> • For each month, enter the number of livestock slaughtered that your firm purchased or agreed to purchase more than 14 days prior to the date of slaughter, that are not included in columns 2-4. • Include any deliveries taken on futures contracts.
19f	Total Slaughtered for Month	<ul style="list-style-type: none"> • Enter the total number of livestock that were slaughtered, regardless of procurement method. • Include any livestock that your firm slaughtered on a custom basis for other firms. • The sum of the entries combined for each of the plants should equal the total reported in line 38 in section 5 of the P&SP-3000, Annual Report of Packers.